



SOUTH SHORE CHARTER SCHOOL

Board Of Trustees Meeting

Minutes of the 149th meeting held September 22, 2004 at 100 Longwater Circle, Norwell, MA.

Notice of this meeting was sent to appropriate governmental agencies and press, and was published in the "South Shore Charter School Update".

Trustees:

In attendance: Kathy Arthur-Tyler (*Board Chair*), Miriam Brownwall (*Vice Chair*), Michael Nuesse (Treasurer), Bill Smyth (Clerk), Barbara Fournier, Bob Gass, Dorothy Galo, Stephen Locke, Daniel Matthews, John Pollets, Charleen Tyson, Frank White.

Also in attendance:

Staff: Mike Munhall (Executive Director), Kristine Shipps (Business Manager), Tom Gorsuch (Principal), Rich Levitt (Development Director)

Guests: Maria Sullivan, Amy Jarvis

The Chair, Kathy Arthur Tyler, called the meeting to order at 7:18pm.

Approval of Minutes:

MOTION: (B. Smyth) To approve the minutes to the 148th meeting with minor change in the location of the meeting. Seconded B. Fournier, motion carried unanimously.

Agenda: A report from the Executive Committee will follow the Executive Director Report.

Announcements:

- ?? The letter from DOE regarding amending the By Laws will be emailed to Board members.
- ?? Complete and return the Financial Disclosure Forms and return to B. Smyth.
- ?? Received an invitation from the Charter School Office for a member of the Board to service on a site visit team. Bill Smyth, Barbara Fournier, Kathy Arthur Tyler and Michael Nuesse all interested.
- ?? Parent Nights are being held this week.
- ?? Charter Renewal site visit to be held for four days during the last week of October. They will review Annual Reports, MCAS, official complaints from parents, interim site visit reports. The Renewal team will meet with Boards members – most likely on the Tuesday of their visit.
- ?? Next Board meeting is scheduled for October 20th and will follow the Annual Meeting scheduled to begin at 6:00pm.
- ?? Discussion regarding changing the Board meetings to the either the 3rd or 4th Thursday of the month.
- ?? Board is looking to add two faculty members and one student to the Board.

Open to the Audience: Amy Jarvis would like to see the Board agenda's posted to the website.

FASA: no report

Parents Association: Maria Sullivan reported.

- ?? The Volunteer forms that were received are being sorted by area of interests and chairs are being appointed.

- ?? Parent Representatives will review the Code Of Conduct.
- ?? New parents are looking to volunteer and are happy with the new school.
- ?? Received a donation of Mums and autumn decorations from the Grounds/Beautification Committee.

Business Office: Michael Nuesse reported.

- ☞ Received \$140,000 more than anticipated with spending mostly on salaries.
- ☞ Net income will be adjusted in the next audit.
- ☞ Expenditures for Longwater Phase 2 Construction slightly over budget.
- ☞ Contingencies more costly than anticipated.
- ☞ Budget balanced as of June 30, 2004.
- ☞ Expecting to receive more money this year due to new funding formula.
- ☞ Looking towards Phase 3 Renovation. Will need to spend money to complete.
- ☞ Financial priority for the year refinancing debt to a fixed rate rather than adjustable.
- ☞ Maintaining cash reserves for 6 months as required by NCBCD.
- ☞ Audit extension within 120 days of end of fiscal year.

Executive Director Report:

- ☞ Reflected on last 12 months and changes that have occurred.
- ☞ Entire staff readied new building from move in to classes in 5 days.
- ☞ Parent Association recruiting volunteers.
- ☞ Still need some more space for some Math, French classes, Science lab for lower grades, Library and teachers work spaces. Would like to ask Tappe to look at Phase 3 renovation to meet these needs.
- ☞ Student arrival and dismissal is working better (down to 10minutes). Community needs to remember our neighbors.
- ☞ School is in need of additional vehicles.
- ☞ Planning to have building dedication. Invite local officials and Dwight Berg.
- ☞ The High School has a 60% increase this year. Still need to increase to 140 students (100% increase).
- ☞ Education Committee to look at expanded the HS program and curriculum.
- ☞ High School is still focus to solidify.
- ☞ New faculty have started. Tom Gorsuch will met with new staff and keep in touch during their transition.
- ☞ Current enrollment is 464 and accepting 4 new students. End of FY04 enrollment was 355.

MOTION: J. Pollets to petition the DOE to raise the enrollment cap to 540 students. Seconded S. Locke. Motion amended. To petition the DOE to raise the enrollment cap up to 550 student and no higher. Motion carried unanimously.

MOTION: M. Brownwall to accept the enrollment policy as presented. D. Galo seconded, motion carried unanimously.

Executive Committee – recommendation from the committee to approve the \$5,000 bonus payment to the Executive Director. Personnel Committee will begin work on negotiations with the Executive Director.

Development: Rich Levitt reported.

- ☞ New building has brought excitement the new and veteran parents. All are excited to see what has been done.
- ☞ Looking for the Board to bring visitors to the building to share the excitement.
- ☞ Annual Fund solicitation will be mailed next week.

- ✍ Capital Campaign is underway with a lot of work to get started.
- ✍ Web site is being updated.
- ✍ Continuing to reach out to the areas Chambers and Rotary Clubs. Making connections with local neighbors.
- ✍ Working on facilities related grants as well as competitive and entitlement grants.
- ✍ Working with the Parents Association on school fundraising.
- ✍ Member of the Professional Development Charter School steering committee.
- ✍ Basketball teams are gearing up and will help out (not coaching) this season.

Professional Development: Review next month.

Survey Results: Survey results are in the Annual Report

Board members received copies of the completed Annual Report and Charter Renewal Application.

Strategic Plan: The Executive Committee will report at the October meeting.

Governance Committee: Bill Smyth reported.

- ?? Code of Conduct to be reviewed by the Parents Association, faculty and students. This ongoing process should net a working document in November.
- ?? Financial Disclosures are to be completed by all Board members.
- ?? All Board members will receive the letter from the Charter School Office rejecting the amended By laws. The mandated changes will be made by the Governance Committee and then distributed to the School community. Governance will hold open meetings to work on the rewrite.
- ?? The next Governance Committee meeting will be held September 29th at 6:45pm.

Nominating Subcommittee – Steve Locke distributed the biography of Dominic Slowey.

MOTION: S. Locke to accept the nomination of Dominic Slowey for a member of the Board of Trustees. B. Smyth seconded, motion carried unanimously.

Recommendation: the Nominating Subcommittee is recommending that the Board not add an addition position at this time. This should be done at the Annual Meeting to be held in the spring.

Facilities Taskforce: J. Pollets reported mission accomplished. John Pollets thanked the Board for all of their help. The Chair thanked John for all his work.

It was Moved and Voted unanimously to adjourn the open meeting at 9:30 pm

Respectfully submitted:

Bill Smyth, Clerk
Pam Algera – Executive Assistant